



COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: CSS-06-113 (KS)(DEU)

JOB TITLE: Lead Drug Testing Technician (Bilingual), GS-0102-08

AREA OF CONSIDERATION: All Sources

OPENING DATE: 06/28/2006

CLOSING DATE: Open Until Filled
First cut off date is 07/12/06. Applications must be received by
5:00 p.m. EDT
Cut-offs will occur every 2 weeks until vacancy is filled.

PROMOTION POTENTIAL: None

STARTING SALARY: GS-8, \$43,319 pa

THIS VACANCY ANNOUNCEMENT MAY BE USED TO FILL FUTURE VACANCIES.

**THIS VACANCY REQUIRES THE INCUMBENT TO HAVE THE ABILITY TO
COMMUNICATE FLUENTLY BOTH ORALLY AND IN WRITING IN AT LEAST ONE
OTHER LANGUAGE IN ADDITION TO ENGLISH.**

**Lead Drug Testing Technician (Bilingual), GS-0102-08, (one position), Court Services & Offender
Supervision Agency (CSOSA), Community Supervision Services, Illegal Substance Collection Unit,
Washington, DC.**

MAXIMUM ENTRY AGE: Because this position is covered under Law Enforcement Officer retirement provisions, first-time law enforcement appointees must not have reached their 37th birthday at the time of appointment. Applicants 37 or older who have previous law enforcement officer experience under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum entry age requirement. **APPLICANTS MUST PROVIDE DATE OF BIRTH TO RECEIVE FURTHER CONSIDERATION.**

DUTIES: The incumbent distributes and balances the work of Drug Testing Technicians and Drug Testing Clerks at an assigned site. Keeps supervisor informed of status and progress of work at assigned site. Reviews data submitted by team members, and prepares reports for submission to supervisor. Instructs employees regarding tasks, and provides on-the-job training to new employees in accordance with established procedures and practices. Performs intake for offenders by establishing positive

identification, verifying pertinent information related to drug testing, and updating relevant automated systems. Updates the Community Supervision Officers regarding offenders' compliance with the Drug Surveillance Programs. Prepares statistical information to report to upper management on program achievements. Uses Drug Testing Management System (DTMS) to track chain of custody of samples from point of collection to the submission of samples to the laboratory. Assures that information released is in accordance with guidelines and requirements.

QUALIFICATIONS: Applicants must have one year of specialized experience equivalent to the GS-07 level. **Specialized experience** is experience in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. For this position, specialized experience includes distributing and balancing the work of the Drug Testing Technicians on site to ensure that work is accomplished in a timely fashion and in accordance with established policies and procedures. Specialized experience also includes overseeing reports and statistics by Drug Testing Technicians regarding offenders to ensure compliance with the drug testing programs, distributing collection materials, and answering questions related to the drug testing procedures.

EVALUATION METHODS: Your application will be evaluated according to the extent and quality of experience, education and training, and the Selective Placement Factor. If you meet the basic qualification requirements and the SPF, your application/resume will be evaluated against the knowledge, skills, and abilities required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST, ON A SEPARATE SHEET OF PAPER, ADDRESS THE SELECTIVE PLACEMENT FACTOR AND EACH OF THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW.

SELECTIVE PLACEMENT FACTOR: THE ABILITY TO COMMUNICATE FLUENTLY, BOTH ORALLY AND IN WRITING IN AT LEAST ONE OTHER LANGUAGE IN ADDITION TO ENGLISH. YOU MUST PROVIDE PROOF THAT YOU POSSESS THIS SELECTIVE PLACEMENT FACTOR FOR YOUR APPLICATION TO RECEIVE FURTHER CONSIDERATION.

1. Ability to lead a diverse staff.
2. Knowledge of practices and techniques related to sample collection.
3. Ability to interact with offenders and work effectively with people from diverse backgrounds and cultures.
4. Skill in using the Pretrial Real-time Information System Manager (PRISM) or a related drug testing system.
5. Ability to communicate fluently, orally and in writing in at least one other language in addition to English. (Please provide a writing sample.)

In addition to submitting your application/resume, YOU MUST address your experience and/or education related to the SPF and KSAs described above, giving specific examples ON A SHEET OF PAPER THAT

IS SEPARATE FROM YOUR APPLICATION/RESUME. Address the SPF and each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each SPF/KSA. Your qualification rating will be based on the evaluation of your experience as it relates to the qualification requirements and SPF/KSAs listed above. You must also provide detailed evidence of the SPF/KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Veterans: Veterans claiming 5-point veteran preference must submit a copy of their latest DD-214. Veterans claiming 10-point veteran preference must submit a copy of their latest DD-214 along with an SF-15 form and a letter from the Veteran's Administration certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay or other appropriate documentation listed on the application for 10 point veteran preference.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligible must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Applications and all required documents must be received by 5:00 p.m. EDT on the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Karen Schmitz on (202) 220-5444 or TTY (202) 220-5474. Applications must be *received* by 5:00 p.m. EDT on the closing date.

EMAIL ADDRESS: Applicants may also submit applications via email to: CSOSAjobs@CSOSA.gov. **APPLICANTS MUST PROVIDE DATE OF BIRTH TO RECEIVE FURTHER CONSIDERATION, APPLICANTS MUST ADDRESS EACH KSA AND THE SELECTIVE PLACEMENT FACTOR.**

Fax Number: Applicants may submit applications via facsimile to: (202) 220-5615. **APPLICANTS MUST PROVIDE DATE OF BIRTH TO RECEIVE FURTHER CONSIDERATION, APPLICANTS MUST ADDRESS EACH KSA AND THE SELECTIVE PLACEMENT FACTOR.**

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

U.S. Citizenship: Applicants must be U.S. citizens or nationals.

Selective Service Registration: As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Appointment will require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

CSOSA is an Equal Opportunity Employer.